
Initial Planning Conference Minutes

*Thibodaux School Mass Casualty Incident, Full-Scale Exercise (FSE),
March 13, 2013*

I. Introduction and Welcome

Region 3 planning committee members participated in an initial planning conference (IPC) for an FSE to be held June 5th, 2013. Meeting participants are included as a separate attachment.

Kim Beetz, Region 3 Hospital ADRC, led the meeting, which was hosted by Kayla Guerrero, Region 3 PHERC at the OPH office in Thibodaux, LA.

II. Expected Outcomes of IPC

- A. The name of the exercise is pending the scenario to be provided by J. Granier, LPSO, it will be referred to as Thibodaux School Mass Casualty Incident until such name is confirmed.
- B. The exercise will take place at E.D. White High School, Thibodaux Regional Medical Center, and Peltier Park.
- C. Chackbay, and Thibodaux Fire Departments, Lafourche Parish Coroner, Emergency Operations Director, were identified as being agencies that should be invited to future planning conferences as well as play in the FSE.
- D. Email is the best method of information delivery with the planning members, see sign in sheet for email information.
- E. Agencies Policies, Plans, and Procedures will be shared prior to the exercise for appropriate evaluation guidelines.

III. Purpose

- A. The purpose of this exercise is to provide participants with an opportunity to evaluate current response concepts, plans, and capabilities for a response to a Mass Casualty Event at a school. The exercise will focus on local emergency responder command, coordination and communications.

IV. Objectives

- A. EMS:

1. Test the abilities of first responders to ensure victims have been properly treated based on priority of injuries.
 2. Test the ability to track patients from pre-hospital treatment areas to receiving hospitals.
 3. Test communications from scene to LERN (Louisiana Emergency Response Network) for closest care facilities.
- B. LERN:
1. Test the abilities of LERN to disperse multiple casualties to the appropriate care facilities.
 2. Test the communications from LERN to the receiving hospitals.
- C. Hospitals:
1. Evaluate the Thibodaux Regional Medical Center's (TRMC) ability to employ their existing emergency operations plan (EOP) to address the coordination of communications, resource, safety and security, personnel roles and responsibilities.
 2. Test the surge plan of TRMC.
- D. Communications:
1. The objective should be refined to include the evaluation of implementing the ICS 205 plan.
 2. Add to all participants the communications to and from scene, including the mobilization of a Unified Command Post.
- E. Fire Service: TBD
- F. Law Enforcement:
1. Establish onsite command, control, communications, and intelligence (C3I) operations for explosive device response operations" (TCL, pg. 339).
 2. Evaluate the process for sharing information between law enforcement and other agencies following initial notification of a threat and then following an incident in accordance with current SOP.
- G. Schools: May change due to scenario
1. Test the shelter in place policy of students.

2. Test the evacuation of students policy.
3. Test the ability to communicate with parents, and regional responders of the status of the event, from the threat.

V. Scenario

- A. To be completed by Jeremy Granier, LPSO.

VI. Exercise Staffing

- A. Exercise Director – Jeremy Granier, LPSO
- B. Safety Contoller – Philip Poche, LSP
- C. Lead Controllers
 1. Josh Champagne – LPSO
 2. Preston Lejeune – EDW
 3. Chris Hector – LERN
 4. Jamey Fontenot – TPD
 5. Eric Degravelle – TRMC
 6. Ryan Perque – City of Thibodaux
 7. Phillip Poche – LSP
 8. Chad Davis – EMS
- D. Evaluators – Region 3 hospital coordinators will act as evaluators for each agency.

VII. Documentation

- A. Exercise plan (ExPlan), should be completed by FPC, scenario needed for completion.
- B. C/E Handbook, scenario needed, should be completed by controller Evaluator Briefing.
- C. After Action Report and Improvement Plan, completed prior to AAR.

VIII. Locations

- A. Observer/VIP Area is to be identified at EDWhite, and Peltier Park.
- B. Media Area to be established.

IX. Simulation Cell (SIM CELL)

- A. EDW to determine the number of students available to play as actors.
- B. Upon determining number of potential “victims” CDavis to create actor cards with injuries.
- C. Due to “play area” patients will only be moved to TRMC, all others will be on paper only.

X. Briefings

- A. Each agency was advised to meet with their participants prior to the exercise to identify their role. Each agency was additionally advised to recruit their volunteers needed to actively participate.

XI. Logistics:

- A. Each agency is asked to prepare a spreadsheet of participants prior to the exercise. Each participant in the exercise will receive badges for proper identification. People without badges should not be allowed in the Play area.
- B. Restrooms are available at each of the locations chosen for use.
- C. Water/Food will be provided by each agency to their respective players if needed.
- D. Parking areas at Peltier Park, EDWhite, and TRMC will be identified for players.
- E. Communications will include, email, cell phones, land lines, and 700mhz radio.
- F. Videotaping will be allowed by all agencies.
- G. Props/Devices can be used by all actors.

XII. Weapons Policy

Personnel playing as participants will not carry a loaded weapon within the confines of the exercise play area.

Personnel providing exercise site security may carry loaded weapons.

XIII. Exercise Participants, Volunteers/Victims

- A. EDWhite 90 - includes staff, students, and parents
- B. LERN – 2 Stimulated
- C. City of Thibodaux – 15-20
- D. Thibodaux Police Department – 12
- E. School Board – 10-15
- F. LPSO - ?
- G. Fire Departments - ?
- H. NSU - ?
- I. State Police - ?
- J. Acadian – 4 paramedics, 2 units
- K. TRMC – 20-25

XIV. Media/Public Information

- A. Former press release used in Central Lafourche to be reviewed.
- B. Media area will be established at Peltier Park.

XV. Name/LOGO – No need

XVI. Future Conferences

- A. MPC – April 22, OPH Thibodaux
- B. FPC – May 28th – OPH Thibodaux
- C. C/E Briefing – June 3rd – OPH Thibodaux
- D. FSE – June 5th – EDWhite
- E. AAR/IP - TBD